

Data Entry Conventions

Guidelines are provided for organization names, government agencies or organizations, educational institutions, law firms, addresses and contact names.

Organization Names

When entering organization names into the iSTAR database, follow the guidelines outlined below:

1. Use an article before an organization name only when it is part of the official organization name (e.g., The Home Depot).
2. List the full organization name followed by its abbreviated form or acronym (if applicable) in parentheses (e.g., Federal National Mortgage Association (FNMA), U.S. Department of Agriculture (USDA)).
3. List organization name first, followed by a dash (two hyphens) and the organization's location (e.g., Habitat for Humanity--Cape Anne or Carrier Corp.--Orlando). Do not add spaces before or after the dash.
4. Use an ampersand (&) or "and" as dictated by the organization's standard.
 - a. If ampersand (&) is used with initials, do not insert space between letters (e.g., AT&T or B&B Homes).
 - b. If ampersand (&) is part of a company name, then insert space on both sides (e.g., Lehman & Lehman).
5. Use periods after initials and do not insert a space between them (e.g., C.W. Sutter).
6. Use the following abbreviations for common organization names:
 - a. Limited – Ltd.
 - b. Company – Co.
 - c. Incorporated – Inc.
 - d. Corporation – Corp.
 - e. Limited Liability Partnership – LLP
 - f. Limited Liability Company – LLC
 - g. Professional Corporation – PC
 - h. Partners of/Professional Limited Liability Corporation/Company – PLLC
 - i. Purchasing Agent – PA

Government Agencies or Organizations

When entering government agencies or organizations into the iSTAR database, follow the guidelines outlined below:

1. Use the abbreviation, U.S. to reference the United States.
2. When referencing federal government agencies and departments, follow the rules described below:
 - a. Department references should be preceded by U.S. (e.g., U.S. Forest Service)
 - b. Hierarchical relationships between organizations should be indicated using the iSTAR database's parent-child relationships, not by including the parent organization's name in the name of the child (e.g., U.S. Forest Service (not USDA Forest Service) is a division or subsidiary of the U.S. Department of Agriculture (USDA)).

3. When referencing members of Congress, titles should be preceded by U.S. (e.g., U.S. Representative, U.S. Senator)
4. When referencing divisions of the armed services, follow the standards listed below:
 - a. U.S. Army
 - b. U.S. Navy
 - c. U.S. Air Force
 - d. U.S. Marine Corps
 - e. U.S. Coast Guard
5. When referencing state-level departments or agencies, list the state name first, followed by the department name. The department's acronym should follow in parentheses (e.g., Colorado Department of Transportation (CDOT), Virginia Department of Energy (DOE)).

Educational Institutions

When entering educational institutions into the iSTAR database, follow the guidelines outlined below:

1. Enter the full name of the school, its location and any applicable college exactly as illustrated here (e.g., University of California at Berkeley, College of Engineering).
2. Contact information should clearly reflect the department in which the contact works.

Law Firms

When entering a law firm's official name, do not precede it with "Law Office of," unless part of the firm's formal name.(e.g., Brinkle and Brinman).

Addresse s

When entering addresses, follow the rules outlined below when applying abbreviations:

1. Use state, street suffixes, and secondary unit designators as described in U.S. Postal Service standards. (See www.usps.com/cpim/ftp/pubs/pub201/yourmail.htm#abbr).
2. Abbreviate Post Office Box as PO Box.
3. Use Apartment (Apt) or Suite (Ste) instead of #, Number, or No.
4. Directional abbreviations:
 - a. North - N
 - b. South - S
 - c. East - E
 - d. West - W
 - e. Northwest - NW
 - f. Southwest - SW
 - g. Northeast - NE
 - h. Southeast - SE
5. Use PO Box for mailing addresses, and the street address format for the address of an organization's headquarters.

Contact Names

When entering contact names, follow the guidelines below.

1. Capitalize initial letters, but do not use all caps (e.g., William Jones, W. Jones).
2. Abbreviate Junior (Jr.) and Senior (Sr.) and precede them with a comma (e.g., John Doe, Jr.).
3. Use Roman numerals as necessary; precede them with a comma (e.g., John Doe, III).
4. Use these common abbreviations in professional titles or to indicate academic achievement:
 - a. J.D., Ph.D., M.P.H., M.D., M.B.A.
 - b. Esq., P.E.
5. If a contact's name changes, retain the old last name in the record (use the notes field).
6. Use a period after initials (e.g., "W. Jones")
7. Punctuate and spell the name exactly as the contact does. Examples are below:
 - a. O'Grady
 - b. Van Gundy
 - c. Vanderhall
 - d. Smith-Jones (no spaces)